

**ONE-STOP PERMITTING PROCESS  
AS ADOPTED BY TPEAC  
MAY 8, 2002**

**Preface**

Inherent in the successful implementation of this process, is collaborative and timely action on the part of all agency staff to address issues associated with environmental review and permitting. Steps 1-6 of this process shall constitute the one-stop permitting process. Dispute resolution, when necessary, is intended to resolve disputes in a timely fashion as they may arise. This process is applicable to TPEAC designated pilot projects and to projects of statewide significance.

**Step1: Project Definition / Interdisciplinary Teams**

Appropriate agencies will be contacted at the onset of Project Definition for the formation of Interdisciplinary (ID) Teams for projects not covered by programmatic permits. ID Teams of WSDOT, permitting/resource agency, affected tribes, and private or public sector discipline experts (including engineers) will be chartered and convened to: define the project's impacts; elicit input from the agencies and others for the level of detail, appropriate avoidance, minimization and type and place of mitigation and conditions for the permit; set a master timeline and schedule; and address agency resource needs, consistent with Chapter 47.06C RCW. The ID Team will remain in existence from Project Definition into Design through Plans Specifications & Estimates (PS&E) and construction, in order to influence and respond to design and construction changes.

The ID Team will develop a charter to address such items as permitting and meeting schedules, communication protocol, and other coordination issues. The time period for Step 1 could range from one meeting to in excess of one year, depending upon the complexity of the project.

**Step 2: Unified Permit Application (WSDOT prepared)**

This collaborative effort would then be reflected in a unified permit application drafted by WSDOT and submitted to the agencies for concurrent review. To facilitate the process, WSDOT may consider requesting a waiver of applicable permit timelines.

**Step 3.**

The unified permit application will be submitted to the agencies for independent review and to initiate public involvement processes in conformity with applicable statutes, regulations, and policies. Agencies will conduct their public review processes concurrently, including unified public hearings, to the extent possible. Upon submission to the agencies, the permit application is a matter of public record and is available for public review through WSDOT.

#### **Step 4.**

The IDT will be reconvened to go over the comments. Each agency will follow its own procedures and work with WSDOT to revise the permit application to incorporate conditions required by the respective agencies. The IDT will update the schedule established in Step 1, as it pertains to Step 5 re-submittal of the unified permit application.

#### **Step 5: 30 Day Final Agency Permit Application Review – Approval Step**

WSDOT will resubmit the unified permit application to all agencies for final review. All reviews of the final document will be completed within thirty days, at which time the permitting agencies will act upon the application by either issuing the permit or returning the application without approval. If the application is returned without approval, the permitting agency must identify errors or omissions and any remaining specific deficiencies or circumstances that must be met or addressed to be compliant with applicable law. Agencies withholding approval have this one opportunity to identify permit application deficiencies.

#### **Step 6: Deficiency Review/Final Action**

WSDOT may revise the permit application as warranted and resubmit the application to the permitting agency, which will have 30 days from receipt of the revised permit application to take final action.

#### **Dispute Resolution**

It is possible that disputes may arise among agencies represented on the ID Team at any of the steps in the One Stop Permitting Process. Every effort should be made to resolve such disputes at the agency level. Disputes in the permitting process, up to but not including final action, that cannot be resolved at the agency level will be addressed by the Dispute Resolution Process established by the TPEAC Committee. Disputes relating to final actions taken by a permitting agency will be resolved through the appropriate statutory appeal process set forth for each respective action. The dispute resolution process may not abrogate or supplant any appeal right of any party under existing statutes.